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Chief, Finance Division

14 February 1947

Executive for Personnel and Administration

Preparation of Administrative Manual

CIG General Order No.1, which sets forth the type of internal procedure documents to be issued by the CIG, provides for the issuance of a CIG Administrative Manual in two primary parts; Part I of this manual to include administrative procedures covering all vouchered funds activities, and Part II to include administrative procedures covering all unvouchered funds and covert and semi-covert activities.

Part I of this Administrative Manual will be divided into the following Sections:

Organization	Transportation
Personnel	Communications
Security	Correspondence
Procurement & Supply	Budget & Procedures
Property Records	Fiscal

Part II of the Administrative Manual will be divided into the following Sections:

Organization	Transportation
Personnel	Communications
Security	Correspondence
Procurement & Supply	Special Funds
Property Records	

It is requested that you immediately designate a person or persons in your Division who will be responsible for drafting and developing complete and comprehensive procedures on the sections of Part I of the Administrative Manual entitled "Budget and Procedures", and "Fiscal." These sections should comprise all procedures covering Budget and Procedures, and Fiscal which are applicable to the agency as a whole and specifically to vouchered funds activities. Matters pertaining exclusively to special funds or covert activities will not be included in Part I of the Manual.

There are attached hereto general outlines which illustrate the overall scope and subject matter to be covered in the sections of the manual entitled "Budget and Procedures", and "Fiscal." However, these outlines are given to you for the purpose of suggestion and assistance only, and it is not required that you adhere to the sequence or breakdown in developing your procedures.

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By: _____

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Any interim or informal written procedures, instructions, or memoranda which are now being followed by your Division should be incorporated into your initial drafts. Also, all pertinent parts of the following should be incorporated where necessary:

Budget and Procedures - CIG Administrative Order No. 17 and 23

Fiscal - Administrative Order Nos. 38, 33, 41.

The person or persons whom you designate to prepare the procedure drafts for your Division should maintain close contact with [] of the [] Finance Division and keep him informed as to the stage of development of the procedures and of any problems which may arise in connection therewith. The [] may also be called upon to give such assistance as may be required in the initial drafting and development of the procedures.

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It is required that the initial drafts of the sections of the manual entitled "Budget and Procedures," and "Fiscal" be completed by your division and forwarded to the [] on or before 1 April 1947.

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[]
Executive for Personnel
and Administration

Attachments: 2

EEB: IBP

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Mr. []

Central Records
Mr. Saunders
File

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Any interim or informal written procedures, instructions, or memoranda which are now being followed by your Division should be incorporated into your initial drafts. Also, all pertinent parts of the following should be incorporated where necessary:

Budget and Procedures - CIG Administrative Order No. 17 and 23

Fiscal - Administrative Order Nos. 38, 33, 41.

The person or persons whom you designate to prepare the procedure drafts for your Division should maintain close contact with [] of the [] Finance Division and keep him informed as to the stage of development of the procedures and of any problems which may arise in connection therewith. The [] may also be called upon to give such assistance as may be required in the initial drafting and development of the procedures.

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It is required that the initial drafts of the sections of the manual entitled "Budget and Procedures," and "Fiscal" be completed by your division and forwarded to the Procedures Unit on or before 1 April 1947.

[]

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and Administration

Attachments: 2

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Mr []

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